

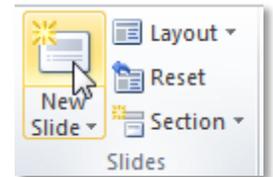
Follow the directions below to create a presentation. Read through each individual direction before performing it like you are following recipe instructions.

Part One: Creating a Title Slide

1. Double click on the PowerPoint icon on the desktop to open the program.
2. PowerPoint will open with a single blank slide with the Title Slide selected.
3. Click once in the text box that says Click to add title; a cursor will appear and you will be able to type.
4. Type **World of Travel**.
5. Click once on the text box that says Click to add subtitle; a cursor will appear and you will be able to type.
6. Type **Take a trip**.
7. Click in a clear place on the slide to deselect the two text boxes.

Part Two: Creating Slides Using Layouts

1. On the Home tab of the Ribbon, in the Slides group, click on the top half of the New Slide button. This will insert a new slide. It will automatically give you the Title and Content layout.
2. Click once in the text box that says "Click to add title". A cursor will appear and you will be able to type.
3. Type **Finding Travel Online**.
4. Point to the words **Click to Add Text** and click once. A cursor will appear next to a bullet and you will be able to type.
5. Type **Try a variety of websites**.
6. Press the key on the keyboard. A new bullet should automatically appear.
7. Press the key on the keyboard to go in one level. Type **Known travel sites**.
8. Press the key on the keyboard.
9. Type **Search engines**.
10. Press the key on the keyboard.
11. Type **Newsgroups**.

 Next Page

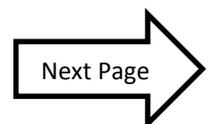
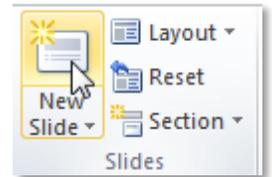
Part Three: Creating a Slide with a different layout

1. Click on the bottom half of the New Slide button in the Slides group on the Home tab of the Ribbon.
2. A menu of slide layouts will open. Click on **Two Content** to insert a new slide.
3. Click once in the text box that says “Click to add title”. A cursor will appear and you will be able to type.
4. Type **Some Popular Travel Sites**.
5. In the left content area, point to the words “Click to add text” and click once. A cursor will appear next to a bullet and you will be able to type.
6. Type **Kayak**. Press the key.
7. Type **Expedia**. Press the key.
8. Type **Priceline**.
9. In the right content area, point to the words **Click to add text** and click once. A cursor will appear next to a bullet and you will be able to type.
10. Type **Travelocity**. Press the key.
11. Type **Orbitz**. Press the key.
12. Type **Hotwire**.



Part Four: Creating another slide with same layout

1. On the Home tab of the Ribbon, in the Slides group, click on the top half of the **New Slide** command. This will now insert a new slide with the same layout as the previous slide.
2. Click once in the text box that says “Click to add title”. A cursor will appear and you will be able to type.
3. Type **Have A Safe Trip!**
4. In the left content area, point to the words “Click to add text” and click once. A cursor will appear next to a bullet and you will be able to type.
5. Type **Don't Forget...**
6. Press the key and then press the key to go in a bullet level.
7. Type **Money!**
8. Press the key.
9. Type **Passport!**
10. Press the key.
11. Type **Emergency Numbers!**
12. Press the key.
13. Type **Medication!**



Part Five: Saving your Presentation

1. Click on the **File** tab.
2. Click on **Save As**.
3. In the Save As Dialog Box:
 - a. Be sure you are saving to the flash drive.
 - b. Change the file name to **Practice Part 1**.
 - c. Click the Save button.
4. Call the teacher over to check your work.
5. Close the PowerPoint program.
6. Safely eject your flash drive.

Next week, we will jazz up this presentation!